

CONFIDENTIAL

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160022-5

13 JUL 1971

MEMORANDUM FOR: CIA Records Administration Officer

FROM : Records Management Officer, Office of Logistics

SUBJECT : Records Control Schedules

1. In anticipation of increasing use of computers, and to conform to an established numbering pattern compatible with computer input formula, listed below is a revised numbering system to be applied to existing, new and/or revised Records Control Schedules within the Office of Logistics. The numbering system is set up to permit expansion and/or revision within a given series.

	<u>NEW SCHEDULE NUMBER</u>	<u>COMPONENT</u>	<u>OBSOLETE NUMBER</u>
25X1A		Office of the Director	34-69-A
		Executive Office	
		Records & Services Branch	
		Budget & Fiscal Branch	
		Procurement Management Staff	34-69-A
		(formerly Contract Review Board)	
		Personnel & Training Staff	34-60-A
		(formerly Administrative Staff/P&TB)	
		Security Staff	34-60-B
		Planning Staff	34-60-C
25X1A		Procurement Division	34-69-D
		Procurement Office	34-70-D/1
		Logistics Services Division	34-E-65
		Printing Services Division	34-70-J
		Real Estate & Construction Division	34-L-70
25X1A		Supply Division	34-56-F
			34-56-F
		Freight Traffic Branch	
		(formerly 34-60-M Transportation Division/Cargo Branch & Transportation Officer/Washington Depot)	
25X1A			34-60-G
			34-67-I
		Building Planning Staff	34-60-D
	25X1A		

Distribution:

2 - C/Records Center

1 - All Logistics Components

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25X1A

TRANSMITTAL SLIP		DATE
		7-13-71
TO: C/BPS		
ROOM NO.	BUILDING	
1012	Ames	
REMARKS:		
A new schedule will be set up for your staff in the near future.		
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 150px;"> <p>BPS</p> <p>14 July 71</p> <p>15 July 71</p> <p>16 July 71</p> <p>17 July 71</p> <p>DDR</p> <p>SEC</p> </div>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)